



## **AmeriCorps Program Director Core Competencies**

These core competencies are intended to provide AmeriCorps programs and prospective applicant organizations with an overview of the competencies needed for effective AmeriCorps program management. A competency is a combination of knowledge, skills and abilities that are required to perform a task.

Competencies described here are all important and interrelated. Managing a program and grant effectively requires proficiencies in all of the core competencies.

<b>Effective Grant and program Management</b>	
Program Management	Develop and maintain sound fiscal and organizational management systems and practices compliant with the federal laws and regulations, CNCS requirements and ServeNebraska Policies and procedures.
Theory of Change and Continuous Improvement	Define and revise a Theory of Change for how the program activities will lead to long term results, including performance measures with outputs and outcomes; develop and utilize appropriate data collection instruments, analyze data gathered, report on the performance as demonstrated by the data, and utilize this data to make improvements to the program.
Site Management	Develop strong partnerships with member service sites, supported by written agreements, intended to support overall program goals and quality member experiences. Ensure proper training and monitoring of sites and, where possible, incentivize strong site management through a competitive application process.
Community Engagement and Strengthening	Work with individuals and organizations to identify community needs, leverage community assets, and position program or project as a strategy for solving community problems, ideally as part of a collective impact model.
Member Human Resources	Utilize sound human resource and inclusion practices and principles to recruit, enroll and retain member positions as detailed in the approved grant. Provide members with written service agreements outlining program requirements. Ensure that member placements are developed based upon a program design that is reflective of community need and that member activities contribute to the program goals. Effectively recruit and retain a corps that represents the overall diversity of the community it serves.
Member Support	Develop and conduct a comprehensive member training plan, designed to ensure that members receive the federal and state required trainings, and maintain appropriate documentation thereof. Work to ensure that members have the skills and training necessary to successfully carry out their specific service activities. Develop partnerships that enable well-rounded, high quality training inclusive of adult learning strategies.

### Effective Fiscal Oversight and Management

Financial Management	Actively participate in managing the budget of the program. Work cooperatively with financial and leadership staff to develop practices that effectively plan for and manage program funds and provide for accurate, complete and current disclosure and documentation of the financial status of the AmeriCorps program.
Sustainability	Develop financial and non-financial support including, but not limited to, creating a sustainability plan, identifying potential sources of funds, developing funding and partnership proposals, presenting requests for assistance and securing adequate cash and in-kind match.
Professional Development	Plan and participate in skill and knowledge-building educational opportunities that promote personal and professional growth. Opportunities should be related to issues that impact the program, broader community needs, evolving national priorities and the competencies outlined in this document.
Leadership and Public Policy	Cultivate leaders and champions within AmeriCorps and the national service network. Maintain a working knowledge of federal and state legislation, national governing policy, and policy trends that affect the implementation of national service programs. Form positive relationships with local, state and federal elected officials for the purpose of informing legislators about the work of the AmeriCorps program.